

TRAINING CALENDAR 2013-2014

DECEMBER 2013

December 2

(SOLD OUT!)

How to Respond to Disruptive People **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**; Judge Michael Swingley, a Federal Government

certified instructor, will be offering a training on how to respond to disruptive people or potentially dangerous people or situations in the work place. Judge Swingley has presented this course to Blue Cross, Federal Reserve and schools. This is a civilian perspective class that is aimed toward City and County employees working with the public on a regular basis.

Presented by Judge Michael Swingley

10:30-12:00 Commission Chambers; City-County Building

December 5 & 10

(SOLD OUT!)

Self Defense Course **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)** (This self-defense class is being conducted by Lt. Torey Keltner at

the Law Enforcement Center -221 Breckenridge on December 5 from 1-5:00. The class consists of classroom presentation and discussion, but the focus is the hands-on training and activity. Participants should understand that they will be physically active during the majority of the class. Participants will be instructed on proper techniques on hitting, kicking and blocking during an assault. It is strongly suggested that participants wear sweat pants and active wear top to help prevent minor abrasions to the knees and elbows. This class is presented in a manner so that all people will gain knowledge and self-confidence in their abilities to successfully protect themselves. If you have questions or concerns please call Lt Torey Keltner at 457-8830.)

December 10

Women's Health **LUNCH WILL BE PROVIDED!** (Find out the most up to date research on women's health. During this workshop learn how to increase longevity and improve gender specific issues like thyroid problems. Demonstration of natural ways to avoid hip fractures and osteoporosis and all natural anti-aging remedies to use in your daily routine. Help you to look and feel younger!!!)

Presented by Cornerstone Wellness

12:00-1:00 Room 426; City-County Building

JANUARY 2014

January 7

Communication in the Work Place (A basic skills course in the art of listening and effective communication (Verbal, Non-Verbal and Written).

Presented by RBH; Tanya Baertsch – Our EAP Program

10:00-11:00 Room 426; City-County Building

FEBRUARY 2014

February 11

Emotional Intelligence (What is Emotional Intelligence (EQ)?, What EQ can allow you to do, How EQ Skills can also be used, What EQ isn't, Developing Emotional Intelligence, Emotion vs. Logic, Rewrite Your Emotional Scripts, ABC's of Emotion).

Presented by RBH; Kim Goodman – Our EAP Program

10:00-11:00 Room 426; City-County Building

February 25

Defensive Driving **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!! May also qualify for a discount on your personal car insurance)**

Presented by MMIA-Thom Danenhower

1:00-5:00 Water Treatment Conference Room

MARCH 2014

March 6

First Aid Training **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**

8:00-12:00 St. Peter's Hospital-ABC Rooms (10 person limit)

March 13

CPR Training **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**

1:00-5:00 St. Peter's Hospital-ABC Rooms (10 person limit)

March 18

Men's Health (Find out the most up to date research on men's health. During this workshop learn: how to increase your longevity; how long distance running is bad for you; how memory loss is linked with certain medications; heart health and lifestyle factors that affect daily activities. Our gift to you at this informative talk will be techniques to help you live a longer, happier and healthier life.)

Presented by Cornerstone Wellness

12:00-1:00 Room 426; City-County Building

APRIL 2014

April 8

How to Say it at Work (Communication Skills) (Learn the Types of Communication, Key Components of Communication, Communications and Technology, What Makes Someone a Good Communicator, Tips for Navigating a Difficult Situation).

Presented by RBH –Kim Goodman; Our EAP Program

10:00-11:00 Room 426; City-County Building

April 25

Fire Extinguisher Usage; Fire Prevention and Workplace Hazard Identification **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**

Presented by our very own Fire Dept!

1:00- TBD Fire Station 1; Civic Center (20 person limit)

MAY 2014

May 15-June 15

Open Enrollment Period

MMIA/State Clinic

UNUM/AFLAC

VEBA

RBH/OPTUM

State of Montana Deferred Compensation 457

Legal Shield

TBA

JUNE 2014

June TBA